

# Washington County Sewer District #2 Washington County, NY

## **Irving Tissue Sewer Main Relocation (FE 1A Trunk Sewer)**

### **REQUEST FOR QUALIFICATIONS (RFQ)**

The Washington County Sewer District #2 (WCSD) has been awarded FY 2015 NYS Empire State Development grant funds to relocate a combined sewer main owned by Washington County Sewer District #2 (WCSD#2) in the Village of Fort Edward, from private property owned by Irving Tissue, to a public right of way in the adjacent McCrea Street.

The existing sewer system on Irving Tissue property is a combined sanitary and storm sewer system that typically discharges to the WCSD#2 collection system for treatment at the WCSD#2 wastewater treatment plant located in the Village of Fort Edward. A combined sewer overflows (CSO) is connected to the combined sewer infrastructure in the area by diversion structure. The anticipated design solution should include separation of the sanitary sewer and storm sewer systems in the areas tributary to McCrea Street. This further includes abandoning the existing combined sewer on Irving Tissue property and redirecting sanitary sewer flows to McCrea Street.

It is proposed that sanitary flows currently tributary to the Irving Tissue combined sewer be redirected into McCrea Street. The existing combined sewer system on McCrea Street is proposed to be replaced with larger mains that convey only sanitary sewer flows to the connection point with the WCSD#2 trunk sewer located along Route 4. Existing sanitary sewer laterals would be connected to the new sanitary sewer system.

Stormwater is proposed to be collected from the areas tributary to McCrea Street including Oak Street, Clarks Lane, Valley St., Brown's Lane, Tefft's Lane and River St. The stormwater would be directed to the existing CSO outfall to the Hudson River. Drywells are proposed where soils are favorable, to promote stormwater infiltration and minimize the flow conveyed through the storm sewer to the Hudson River. Separation of these sewers would benefit the environment, and improve capacity within the system.

It should be understood that this project will require Village of Fort Edward water line work to be completed concurrently with the sewer relocation (under separate agreement). Responses to this RFQ should also list experience with similar joint water and sewer projects.

**The WCSD strongly encourage Minority and Women Business Enterprises (MBE/WBE) and Section 3-eligible businesses to submit Qualifications for consideration of their services for the Program described in this RFQ.**

**Program Description**

*FE 1A Trunk Sewer Relocation*

2015 NYS ESD funding will be used to engineer the above sewer relocation and storm water separation and provide services as detailed below.

**General Responsibilities**

The licensed engineer selected for this project will be responsible for all site plans, surveys, mapping, material specifications, and related on-site construction inspection services and as-built drawings necessary to complete project work. Activities include design and survey services, pre-construction planning, coordination of DOH, DEC, and other permits, preparation of material specifications and draft and final bid documents, preparation of a Bid Manual that meets federal and state regulations with respect to the NYS Funding Programs, review of contractor bids and recommendation to the WCSD, supervision of construction work in consultation with the Village DPW Superintendent and the WCSD Executive Director, testing of all new lines and manholes, and any replaced laterals and household service lines sufficient to secure DEC approval, proper abandonment in place of old lines (if those lines are not removed), and design and on-site inspection of all construction work to complete the project (including road resurfacing and sidewalk and right of way repairs and lawn restoration) in a finished and acceptable manner.

**Scope of Services - (*but not necessarily limited to these*)**

1. Secure appropriate permits and approvals from all applicable Federal, State, and Local Agencies, including the NYS-DOH, DEC, U.S. EPA, Army Corp. of Engineers, or other applicable agencies, including NYSOPRHP.
2. Create detailed designs and work specifications for the new sewer lines and related storm-water infrastructure, including any specific designs or mitigation plans for any environmental issues that could be encountered through the implementation of this Program.
3. Prepare bid packages for solicitation of proposals from qualified construction contractors. Bid specifications must also be reviewed by the NYS ESD and any other applicable agencies **prior** to being issued by the WCSD. Assist the WCSD with “good faith” efforts and/or direct outreach to certified minority, women-owned, and disadvantaged contractors.
4. Review bid proposals and provide a recommendation to the Village and the WCSD regarding the selection of an appropriate construction contractor.
5. Assist the WCSD with review of contract documents and performance and payment bond information required by the construction contractor that will be selected in accordance with NYS ESD regulations and any applicable state and local requirements.

6. Conduct periodic site inspections during the construction work based on a schedule to be determined by the engineer and the WCSD, and include the results of such inspections in a log that will be provided to the WCSD upon completion of the project.
7. Review Applications for Payment submitted by the construction contractor and provide appropriate and detailed certifications of completed work items to the WCSD for payment processing in accordance with approved plans and construction documents and oversight and/or approval by the WCSD.
8. Completion of a final inspection and any necessary sewer line or manhole testing and coordination with the DEC to activate the new lines when all work has been finished and prior to final payment to the construction contractor and the engineer.
9. Completion of as-built plans and specifications to be provided to the WCSD after satisfactory completion of all construction activities.
10. Please note that the selected engineer will be required to comply with any applicable MWBE requirements applicable to any projects.
11. Please also note that the WCSD do not accept or approve of any contracts which by its terms limits legal liability of consultants to fees paid to consultants. Any contracts will be subject to legal review and approval.

### **Method of Payment**

The WCSD will pay for engineering consultant services based on invoices submitted for completed work tasks as outlined above and detailed in the professional services contracts negotiated between the WCSD and the selected engineer. Invoices shall include appropriate supporting information regarding billing rates, personnel involved in the project, and associated costs and/or fees to meet NYS ESD requirements.

### **Schedule of Activities**

The selected engineer should expect to be under contract with the WCSD by July 15, 2016, and prepare to oversee the bidding of qualified construction contractors in 2017.

### **Selection Criteria**

Qualifications will be reviewed according to the following criteria:

1. Technical Capacity - Technical skills of the engineer which are applicable to the Program and its water and sewer project components, including skills related to working with aged municipal water and sewer lines and storm water, as well as unforeseen environmental or other physical circumstances that could be encountered when replacing such infrastructure.
2. Experience - Relevant technical and project experience of the engineer and/or other staff who will be directly assigned to the Program (including design staff and on-site inspection services).
3. Familiarity with Public Infrastructure Projects - Experience of the engineer with water and sewer distribution and/or other public infrastructure projects (MS4 storm-water) on behalf of municipalities, particularly projects using federal and state funding including CDBG, USDA, NYS-EFC, and other sources.

The WCSD reserves the right to waive any informalities in the selection process and to reject any or all qualifications at its option. Additional information may be requested during the review and selection process, and WCSD maintains the discretion to hold interviews with any (or none) of the firms submitting qualifications.

Engineers who wish to be considered for this project must submit the following materials and any other information they feel is relevant:

1. Company Brochure or similar firm materials describing the range of services that the engineer is qualified to provide.
2. Outline of previous experience with municipal water and sewer distribution projects, including municipal references (if applicable).
3. Resumes of key staff members who would be involved in the Program on a daily basis (technical) and in any supervisory or management roles or capacity, and including staff personnel and/or subcontractors who would be responsible for on-site inspection services during construction.

**The WCSD strongly encourages Minority and Women Business Enterprises (M/WBE) and Section 3-eligible businesses to submit qualifications for this Request.**

Qualifications must be submitted **NO LATER than 3:00 PM July 13, 2016** to the WCSD 17 Cortland St. Fort Edward, NY 12828. Submit six (6) complete copies of the qualification materials, and label the envelope **“FE 1A Trunk Sewer Relocation – Engineering Qualifications”**. Prior submittals for any similar or previous infrastructure projects will NOT be accepted.

All qualifications will be evaluated based on the criteria listed above and one or more engineering firms may be selected for interviews (if desired) and subsequent fee negotiations. Contact the WCSD at (518) 747-6967 if you have questions or need additional information about this RFQ. The WCSD reserves the right to issue additional addendum or formal responses to questions submitted by potential proposers, at their discretion.

Qualifications received after **3:00 PM** on the date specified above will not be accepted regardless of the reason for the delay.

**Program Contacts**

Firms seeking additional information about this Request for Qualifications may contact the following during normal business hours:

Joseph Brilling  
WCSD Executive Director  
(518) 747-6967  
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